

RECORDS RETENTION AND DISPOSAL SCHEDULE

SCHEDULE NO.

C-685 --

PAGE NO.

1 of 4

Comprehensive and DIVISION Transportation Planning AGENCY Office of Planning and Zoning ITEM **DESCRIPTION** RETENTION NO. Retain five (5) years, A - A-95 Clearinghouse Process (General correspondence) then destroy. 2 Retain five (5) years, AG - Agriculture -Files 1 thru 6, inclusive (General correspondence) then destroy. 3 AR - Archivist File 1. Request for Proposal; File 5. Site Review Retain five (5) years, then destroy. Committee (Correspondence to consultants, proposal requests) Retain permanently.* Files 2, 3, 4, 6 and 7 (State contracts, archivist contracts, etc.) 4 BU - Bureau of Census Files 1, 3, and 4 (Census info., committee reports) Retain three (3) years. then destroy. Files 2, 5, 6, 7 and 8 Retain permanently. * (1980 Census, agriculture census, 1990 census, etc. 5 CC - County Charter Retain permanently. (File pertaining to County Charter) 6 CCP - Community and County Plans (other than Howard Co.) Files 1 thru 15 Retain permanently. (General correspondence/studies for other counties. 7 CF - Community Facilities Files 1 thru 13, inclusive Retain ten (10) years, (General correspondence re fire stations, schools, then destroy. libraries, prisons, etc.) 8 COL - Columbia File 1 - Neighborhood boundaries Retain permanently.* File 2 - Columbia Design Study (General correspondence re Columbia) **SCHEDULE APPROVED BY SCHEDULE APPROVED BY** RECORDS MANAGEMENT OFF STATE ARCHIVIST 4/12 Sha SCHEDULE APPROVED BY AGENCY, OR DIVISION REPRESENTAT

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RECORDS RETENTION AND DISPOSAL SCHEDULE --(CONTINUATION SHEET)

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ITEM NO.	DESCRIPTION	RETENTION
9	ELK - Elkridge Files 1 thru 17, inclusive (Capital facilities, human services, land use data S. hanover Rd., railroad station, other corresp.)	Retain permanently.*
10	ELL - Ellicott City Files 1 thru 25, inclusive (Historic preservation, grants, studies, plans)	Retain permanently.*
11	ENV - Environmental Health Files l thru 16, inclusive General correspondence regarding noise, air quality, airport noise abatement, power lines,etc.	Retain ten (10) years, then destroy.
12	GE - General Plan Files 1 thru 10, inclusive (Correspondence regarding fire/emergency services, human service studies, land use studies, etc.)	Retain five (5) years, then destroy.
	Files 11 thru 20, inclusive (studies on goals/objectives, hist. preservation, energy, planning areas, community facilites, etc.)	Retain three (3) years, then destroy.
	Files 21 thru 28, inclusive (Studies on plan review process, TDR's; General Plan amendments, 1989 Gen. Plan, Task Force, etc.)	Retain ten (10) years, then destroy.
13	GR - Grant Programs File 1. CDBG (a thru w) (General correspondence)	Retain ten (10) years, then destroy.
	File 3. "701" Applications (a thru h) Applications, reports, payment requests, etc.)	Retain five (5) years, then destroy.
	File 6. Guilford (1 thru 7) (General correspondence)	Retain ten (10) years, then destroy.
14	HIS - Historical Preservation Files 1 thru 12) (Studies and general correspondence)	Retain permanently.*
15	HO - Housing and Community Development (Files 6, 8, 13, 16, 17 inclusive (Gen. correspondence, policies, studies)	Retain ten (10) years, then destroy.
16	HO CO - Howard County Data Files 1, 2, 3, 4, 5, 6, 7, 10, 12, 15, 16 (Correspondence re: housing, population surveys, et	Retain ten (10) years, then destroy.)
17	OF - Office File 2. Office Logs; File 9. Chrono File (Mail log, long distance calls, correspondence)	Retain three (3) years, then destroy.
	File 5. Office Equipment Inventory (Office equipment/furniture inventory)	Retain ten (10) years, then destroy.
	File 8. Budget (a thru 1 inclusive) (Budgets for Division operation)	Retain five (5) years, then destroy.

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- RECORDS RETENTION AND DISPOSAL SCHEDULE

(CONTINUATION SHEET)

PAGE NO. 3 of 4

ITEM NO.	DESCRIPTION	RETENTION
18	REC - Recreation and Parks Files 1 thru 14 inclusive	Retain ten (10) years, then destroy.
	(Open space study, conservation, parks, trails)	enan descrey:
19	REG - Regional Planning Council File 1 Building Permits Files 2, 3, 6, 15, 23, 25, 27, 28, 29	Retain three (3) years, then destroy. Retain five (5) years,
	(Housing, population, GDP)	then destroy.
20	SA - Savage/North Laurel Files 1 thru 6 inclusive	Retain permanently.*
	(Contracts, Master Plan, Advisory Committee)	
21	TR - Transportation (All general correspondence) Files 1(a) thru 1(d) Operating Assistance, Ho. Co. Transp. Cap.Grant, TSM, TDP Files 2(a) thru 2(eee) Highway Projects	Retain ten (10) years, then destroy. Retain p er manently.*
	Files 3 (a thru n) Highway Studies & Plans	Retain ten (10) years,
	Files 4 (a) and (b) Public Transportation Board (meetings/Task Force)	then destroy. Retain permanently.*
	Files 11 (a) thru (e) Consolidated Transportation Plan (CTP)	Retain five (5) years, then destroy.
	File 13 General Highway Maps	Retain five (5) years, then destroy.
	File 14 Highway Noise Study	Retain five (5) years, then destroy.
	File 17 (a) thru (d) inclusive Transportation Control Plan (TCP) (corridor studies; B/W Subarea)	Retain five (5) years, then destroy.
	File 18 Unified Transportation Planning Program (UTPP); (a) Billing	Retain ten (10) years, then destroy.
	File 23 Transportation Steering Committee (TSC)	Retain ten (10) years, then destroy.
	File 27 Transportation Improvement Program (TIP)	Retain ten (10) years, then destroy.
	File 36 Plan & Program Committee	Retain ten (10) years, then destroy.
	File 38 Federal Highway Administration	Retain ten (10) years, then destroy.

RECORDS RETENTION AND DISPOSAL SCHEDULE

(CONTINUATION SHEET)

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ITEM NO.	DESCRIPTION	RET	IENTION
21	TR - Transportation (continued):		
	File 47 Parking Study-Downtown Columbia	Retain ten then destroy	•
	File 51 Airport Area Transportation Study	Retain ten then destroy	
	File 55 Scenic Roads	Retain ten then destroy	
	File 56 Rail Station Alternative Sites Study	Retain ten then destroy	-
	File 58 Level of Service Study	Retain ten then destroy	
	File 59 MARC Service to Columbia	Retain ten then destro	
22	WA - Water and Sewer (All general correspondence) File 1. Patapsco Interim Sewerage Treatment Plant	Retain ten then destro	•
	File 2. Water and Sewer Master Plan	Retain ten then destro	_
	File 10. Patuxent River Reservoir Protection Program	Retain ten then destro	
	File 14. Metropolitan District	Retain ten then destro	-
	File 15. Patuxent River Watershed Act of 1980	Retain ten then destro	
	File 16. Chesapeake Bay Critical Area	Retain ten then destro	_
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	* Files permanently retained may be transferred periodically to the State Archives.		
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INSTRUCTIONS TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR VISED RECORD SERIES, FORWARD	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7278 WATERLOO ROAD P.O. BOX 278 JESSUP, MARYLAND 20794		AGENCY RECORDS INVENTORY
WITH RECORDS RETENTION SCHEDULE (DGS 880-1)			PAGE
1. DEFARTMENT/AGENCY Planning & Zoning	2. DIVISION Comprehensive &	Transp. Planning	3. UNIT
Delilling interest of the series		DE NORMALLY FILED ENTION AND DISPOS	AND USED AS A UNIT FOR
4. RECORD SERIES TITLE		ENTION AND DISPOS	5. EARLIEST YEAR/LATEST YEAR
A-95 Clearinghouse Process			1977 TO Present
6. RECORD SERIES DESCRIPTION (TN	THE SERIES.	. INCLUDE THE PU	RPOSE OR FUNCTION OF THE BERIES
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES	5 SEQUENCE	9. VOLUME
LETTER SIZE D MICROFILM	O ALPHABETICAL		2 OF FILE DRAWER(S) D MICROFILM REEL(S)
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13. CURRENT LOCATION(S) (BLDGFL Comp. & Transp. Planning Div Office of Planning & Zoning	v.,		ERIES DUPLICATED ELSEWHERE? ECIFY AGENCY OR OFFICE) OPZ Director's office.
15. ACCESS RESTRICTIONS DYES \$\times\$ NO (IF YEB, CITE LAW(S) & REGULATION(S)		14. AUDIT REQUII	REMENTS (1): (1): (2): (2): (3): (3): (4): (5): (1): (1): (1): (2): (2): (3): (4): (4): (5): (6): (7): (7): (7): (7): (8): (9): (1)
17. IS AN INDEX SYSTEM USED! (IF YES.EXPLAIN BRIEFLY AND DESCRIBE ANY HARDBARE/SOFTWARE)		18. RECOMMENDE	RETENTION IN TARTIES
O YES D NO		Retain for fiv	e (5) years, then destroy.
	·		
19. NAME AND TITLE OF PREPARER (Marsha McLaughlin Records Retention Officer	20. TELEPHONE N 313-2350		21. DATE 3-06-92

313-2350

INSTRUCTIONS -- TYPE OR PRINT A DEPARTMENT OF GENERAL SERVICES AGENCY RECORDS INVENTORY RATE FORM FOR EACH NEW OR RECORDS MANAGEMENT DIVISION TSED RECORD SERIES. FORWARD 7278 WATERLOO ROAD WITH RECORDS RETENTION SCHEDULE P.O. BOX 275 PAGE $\frac{2}{}$ OF $\frac{26}{}$ (DGS \$50-1) JESSUP, MARYLAND 20794 1. DEFARTMENT/AGENCY 2. DIVISION 3. UNIT Planning & Zoning Comprehensive & Transp. Planning DEFINITION-RECORD SERIES. A GROUP OF RELATED RECORDS NORMALLY FILED AND USED AS A UNIT FOR REFERENCE AS WELL AS RETENTION AND DISPOSITION PURPOSES 4. RECORD SERIES TITLE S. EARLIEST YEAR/LATEST YEAR 1978 **TO** Present Agriculture S. RECORD SERIES DESCRIPTION (BRIEFLY SERIES, BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND . INCLUDE THE PURPOSE OR FUNCTION OF THE SERIES! File 1. Agriculture Pres. Advisory Board File 2. Maryland Agriculture Land Pres. Program Self-Explanatory File 3. Howard County Agriculture Land Pres. Program File 4. Agriculture Pres. Task Force File 5. Farmland Identification File 6. Agriculture & Forest Land Pres. Study RECORD SERIES FORMAT(S) 8. RECORD SERIES SEQUENCE 9. VOLUME 1/2 OF FILE DRAWER(S) LETTER SIZE D MICROFILM D ALPHABETICAL MICROFILM REEL(S) D LEGAL SIZE D COMPUTER TAPE P NUMERICAL COMPUTER TAPE(S) NUMBER D OTHER(SPECIFY) D BOUND BOOK D FLOPPY DISK CHRONOLOGICAL D AUDIO TAPE D VIDEO TAPE D GEOGRAPHICAL 10. ANNUAL ACCUMULATION D OTHER (SPECIFY) OTHER(SPECIFY) FILE DRAWER(S) D MICROFILM REEL(S) NUMBER COMPUTER TAPE(S) OTHER(SPECIFY) 11. FILE IS USED 12. FILE BECOMES INACTIVE AFTER TYEAR(S) D MONTH(S) D DAILY C WEEKLY D MONTHLY NUMBER 13. CURRENT LOCATION(S) (BLDG.,FLOOR, ROOM) 14. IS RECORD SERIES DUPLICATED ELSEVI-ERE! Div. of Comprehensive & Transportation Planning (IF YES, SPECIFY AGENCY OR OFFICE) Office of Planning & Zoning, Howard Building D YES & NO 15. ACCESS RESTRICTIONS O YES 16. AUDIT REQUIREMENTS (IF YES, CITE LAW(S) & REGULATION(S) DENONE DISTATE DIFEDERAL DINDEPENDENT 17. IS AN INDEX SYSTEM USED! (IF YES.EXPLAIN 18. RECOMMENDED RETENTION BRIEFLY AND DESCRIBE ANY HARDBARE/SOFTWARE) Retain five (5) years, then destroy. D YES D NO NAME AND TITLE OF PREPARER Marsha McLaughlin 20. TELEPHONE NUMBER 21. DATE

313-2350

3-06-92

INSTRUCTIONS TYPE OR PRINT A STRATE FORM FOR EACH NEW OR REVISED RECORD SERIES, FORWARD 7275 WATER		MENT DIVISION	AGENCY RECORDS INVENTORY	
WITH RECORDS RETENTION SCHEDULE (DGS \$50-1)	P.O. BOX 278 JESSUP, MARYLAND 20784		PAGE 3 OF 26	
1. DEFARTMENT/AGENCY	2. DIVISION		3. UNIT	
Planning & Zoning	Comprehensive &	Transp. Planning		
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4. RECORD SERIES TITLE	· AS BELL AS REI	ENTION AND DIBLOR	S. EARLIEST YEAR/LATEST YEAR	
AR - Archivist			1976 TO 1984	
File 1. Request for Proposal	THE SERIES.	. INCLUDE THE PU	RPOSE OR FUNCTION OF THE SERIES	
File 5. Site Review Committee File 2. State Contract File 3. Archivist Contract File 4. Archivist Payment Rec File 6. State Reimbursements	re quests 0	egarding historic	onsultants, committees, etc. preservation issues. ontracts, inventories related rk on historic sites of Howard	
File 7. Historic Inventory	, c	County.). VOLUME	
7 SECORD SERIES FORMAT(S)	8. RECORD SERIES	-	4 M FILE DRAWER(S)	
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O YES D NO			, 4, 6 and 7 retain permanently.	
19. Name and Title OF PREPARER Marsha McLaughlin Records Retention Officer 20. Telephone N 313-2350			21. DATE 3-06-92	

INSTRUCTIONS - TYPE OR PRINT A RATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD	DEPARTMENT OF GI RECORDS MANAGED 7278 WATER	MENT DIVISION RLOO ROAD	AGENCY RECORDS INVENTORY	
WITH RECORDS RETENTION SCHEDULE (DGS \$50-1)	P.O. BOX 278 JESSUP, MARYLAND 20794		PAGE 4 OF 26	
1. DEFARTMENT/AGENCY	2. DIVISION		3. UNIT	
Planning & Zoning		Transp. Planning	<u> </u>	
DEFINITION-RECORD SERIES - A GROUP	OF RELATED RECOR			
4. RECORD SERIES TITLE BU - Bureau of Census	•		8. EARLIEST YEAR/LATEST YEAR 1977 TO Present	
6. RECORD SERIES DESCRIPTION (IN	THE SERIES.	TYPES OF INFORM	LATION/DOCUMENTS/FORMS FOUND INFOSE OR FUNCTION OF THE BERIES)	
File 1. Bureau of Informati File 3. Local Census Liaiso File 4. Complete Count Comm	n	Census informat	ion, committee reports, etc.	
File 2. Census of 1980 — General correspondence regarding census data. File 5. Census of Agriculture General correspondence regarding census data. File 6. Neighborhood Statistics Program File 7. Journey-to-Work File 8. 1990 Census				
PECORD SERIES FORMAT(S)	8. RECORD SERIES SEQUENCE		9. VOLUME 1/4 % FILE DRAVER(S)	
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19. NAME AND TITLE OF PREPARER - Marsha McLaughlin Records Retention Officer	20. TELEPHONE N 313-235		21. DATE 3-06-92	

INSTRUCTIONS TYPE OR PRINT A STRATE FORM FOR EACH NEW OR REASED RECORD SERIES. FORWARD	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7278 WATERLOO ROAD		AGENCY RECORDS INVENTORY
WITH RECORDS RETENTION SCHEDULE (DGS 850-1)	P.O. EX JESSUP, MAR	· ·	PAGE _5 OF _26
1. DEFARTMENT/AGENCY	2. DIVISION		3. UNIT
Planning & Zoning	Comprehensive &	Transp. Planning	
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4. RECORD SERIES TITLE	CE AS WELL AS RETI	ENTION AND DISPOS	
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Div. of Comprehensive & Transpo	rtation Planning	tir ves, se	ECIFY AGENCY OR OFFICE)
Office of Planning & Zoning, Ho	ward Bullding	G AES & NO	<u> </u>
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			THE D PEDEROL - MOLI DOLIN.
17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY MARDBARE/SOFTWARE)		18. RECOMMENDE	RETENTION
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		Retain permanently.	
Marsha McLaughlin 'Records Retention Officer	20. TELEPHONE N 313-23		21. DATE 3-06-92

DEPARTMENT OF GENERAL SERVICES INSTRUCTIONS -- TYPE OR PRINT A AGENCY RECORDS INVENTORY RATE FORM FOR EACH NEW OR RECORDS MANAGEMENT DIVISION ISED RECORD SERIES. FORWARD 7275 WATERLOO ROAD WITH RECORDS RETENTION SCHEDULE P.O. BOX 275 PAGE ___6 OF __26 (DGS 850-1) JESSUP, MARYLAND 20794 1. DEFARTMENT/AGENCY 1. DIVISION 3. UNIT Planning & Zoning Comprehensive & Transp. Planning DEFINITION-RECORD SERIES-A GROUP OF RELATED RECORDS NORMALLY FILED AND USED AS A UNIT POR REPERENCE AS WELL AS RETENTION AND DISPOSITION PURPOSES A. RECORD SERIES TITLE S. EARLIEST YEAR/LATEST YEAR 1976 **To** Present CCP - Community & County Plans (other than Howard County) 6. RECORD SERIES DESCRIPTION | BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SERIES! File 1. Freedom Area & Environs File 11. Mt. Airy File 2. Olney Master Plan File 12. Prince George's County File 3. Sandy Spring/Ashton File 13. Tanevtown File 4. Sykesville & Vicinity File 14. Quad-County/Laurel Committee on Planning/Devel. File 5. Urbana Plan File 15. Anne Arundel County File 6. Oella File 7. Damascus & Vicinity Self-explanatory File 8. Eastern Montgomery County File 9. Carroll County File 10. Frederick County RECORD SERIES FORMAT(S) 8. RECORD SERIES SEQUENCE 9. VOLUME # FILE DRAWER(S) LETTER SIZE D MICROFILM D ALPHABETICAL □ MICROFILM REEL(S) D LEGAL SIZE D COMPUTER TAPE P NUMERICAL D COMPUTER TAPE(S) D OTHER (SPECIFY) D BOUND BOOK D FLOPPY DISK CHRONOLOGICAL D AUDIO TAPE D VIDEO TAPE D GEOGRAPHICAL 10. ANNUAL ACCUMULATION D OTHER (SPECIFY) OTHER(SPECIFY) D FILE DRAWER(S) D MICROFILM REEL(S) NUMBER COMPUTER TAPE(S) D OTHER (SPECIEY) FILE IS USED FILE BECOMES INACTIVE AFTER D MONTH(S) D YEAR(S) D DAILY WEEKLY D MONTHLY NUMBER 13. CURRENT LOCATION(S) (BLDG.,FLOOR, ROOM) 14. IS RECORD SERIES DUPLICATED ELSEVHERE! Div. of Comprehensive & Transportation Planning (IP YES, SPECIFY AGENCY OR OFFICE) Office of Planning & Zoning, Howard Building D YES D NO 15. ACCESS RESTRICTIONS O YES D NO 16. AUDIT REQUIREMENTS (IF YES, CITE LAW(S) & REGULATION(S) ON NONE D STATE D FEDERAL D INDEPENDENT 17. IS AN INDEX SYSTEM USED! (IF YEB.EXPLAIN 18. RECOMMENDED RETENTION BRIEFLY AND DESCRIBE ANY MARDBARE/SOFTWARE) D YES D NO Retain permanently. NAME AND TITLE OF PREPARER TELEPHONE NUMBER 21. DATE 20.

313-2350

3-06-92

Marsha McLaughlin Records Retention Officer

INSTRUCTIONS -- TYPE OR PRINT A DEPARTMENT OF GENERAL SERVICES AGENCY RECORDS INVENTORY RATE FORM FOR EACH NEW OR RECORDS MANAGEMENT DIVISION SED RECORD SERIES. FORWARD 7275 WATERLOO ROAD WITH RECORDS RETENTION SCHEDULE P.O. BOX 275 PAGE _____7 OF _____26 (DGS \$50-1') JESSUP, MARYLAND 20794 1. DEFARTMENT/AGENCY 2. DIVISION 3. UNIT Comprehensive & Transp. Planning Planning & Zoning DEFINITION-RECORD SERIES. A GROUP OF RELATED RECORDS NORMALLY FILED AND USED AS A UNIT FOR REFERENCE AS WELL AS RETENTION AND DISPOSITION PURPOSES A. RECORD SERIES TITLE 8. EARLIEST YEAR/LATEST YEAR 1976 **TO** Present CF - Community Facilities 6. RECORD SERIES DESCRIPTION (BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND
THE SERIES. INCLUDE THE PURPOSE OF FUNCTION OF THE PER . INCLUDE THE PURPOSE OR FUNCTION OF THE SERIES! File 1. Fire Stations File 2. School Facilities File 11. Howard Community College File 3. Animal Control Facility File 12. MVA Express Office Sites File 4. Community Center Plan File 13. State Prisons File 5. Solid Waste File 6. Library Facilities Self-explanatory. File 7. Federal Space Study General correspondence. File 8. Community Adult Rehab. Center File 9. Space Needs File 10. Post Office 7 MECORD SERIES FORMAT(S) 8. RECORD SERIES SEQUENCE 9. VOLUME 1/2 TILE DRAWER(S) CALETTER SIZE D MICROFILM D ALPHABETICAL D MICROFILM REEL(S) D LEGAL SIZE D COMPUTER TAPE P NUMERICAL D COMPUTER TAPE(S) NUMBER D OTHER (SPECIFY) D BOUND BOOK D FLOPPY DISK CHRONOLOGICAL D AUDIO TAPE D VIDEO TAPE □ GEOGRAPHICAL 10. ANNUAL ACCUMULATION D OTHER (SPECIFY) D OTHER (SPECIFY) D FILE DRAWER(S) D MICROFILM REEL(S) NUMBER O COMPUTER TAPE(S) O OTHER (SPECIFY) 11. FILE IS USED 12. FILE BECOMES INACTIVE AFTER . D DAILY W WEEKLY D MONTH(S) D YEAR(S) D MONTHLY 13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM) 14. IS RECORD SERIES DUPLICATED ELSEWHERE! Div. of Comprehensive & Transportation Planning (IF YES, SPECIFY AGENCY OR OFFICE) Office of Planning & Zoning, Howard Building D YES P NO 15. ACCESS RESTRICTIONS O YES 16. AUDIT REQUIREMENTS (IF YES, CITE LAW(S) & REGULATION(S) DY NONE DISTATE DIFEDERAL DINDEPENDENT 17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDBARE/SOFTWARE) D YES D NO Retain permanently. NAME AND TITLE OF PREPARER 20. TELEPHONE NUMBER 21. DATE Marsha McLaughlin Records Retention Officer .313 - 2350

INSTRUCTIONS -- TYPE OR PRINT A DEPARTMENT OF GENERAL SERVICES AGENCY RECORDS INVENTORY RATE FORM FOR EACH NEW OR RECORDS MANAGEMENT DIVISION TSED RECORD SERIES. FORWARD 7275 WATERLOO ROAD WITH RECORDS RETENTION SCHEDULE P.O. BOX 275 PAGE 8 OF 26 (DGS \$50-1) JESSUP, MARYLAND 20794 1. DEFARTMENT/AGENCY 2. DIVISION 3. UNIT Planning & Zoning Comprehensive & Transp. Planning DEFINITION-RECORD SERIES. A GROUP OF RELATED RECORDS NORMALLY FILED AND USED AS A UNIT FOR REFERENCE AS WELL AS RETENTION AND DISPOSITION PURPOSES 4. RECORD SERIES TITLE 5. EARLIEST YEAR/LATEST YEAR COL - Columbia 1979 **TO** Present 6. RECORD SERIES DESCRIPTION (BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND
IN THE SERIES. INCLUDE THE PURPOSE OF FUNCTION OF THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SEPIES! File 1. Neighborhood Boundaries File 2. Columbia Design Study Correspondence and studies about New Town of Columbia. 9. VOLUME RECORD SERIES FORMAT(S) 8. RECORD SERIES SEQUENCE FILE DRAWER(S) LETTER SIZE D MICROFILM D ALPHABETICAL D MICROFILM REEL(S) D LEGAL SIZE D COMPUTER TAPE P NEMERICAL COMPUTER TAPE(S) NUMBER D OTHER(SPECIFY) D BOUND BOOK D FLOPPY DISK CHRONOLOGICAL D AUDIO TAPE D VIDEO TAPE D GEOGRAPHICAL 10. ANNUAL ACCUMULATION D OTHER (SPECIFY) D OTHER (SPECIFY) D FILE DRAWER(S) MICROFILM REEL(S) NUMBER D COMPUTER TAPE(S) O OTHER SPECIFY) 11. FILE IS USED 12. FILE BECOMES INACTIVE AFTER D YEAR(S) D MONTH(S) D DAILY D WEEKLY MONTHLY 13. CURRENT LOCATION(S) (BLDG.,FLOOR, ROOM) 14. IS RECORD SERIES DUPLICATED ELSEWHERE! Div. of Comprehensive & Transportation Planning (IF YES, SPECIFY AGENCY OR OFFICE) Office of Planning & Zoning, Howard Building D YES & NO 15. ACCESS RESTRICTIONS D YES 16. AUDIT REQUIREMENTS (IF YES, CITE LAW(S) & REGULATION(S) ONNE DISTATE DIFEDERAL DINDEPENDENT 17. IS AN INDEX SYSTEM USED! (IF YES.EXPLAIN 18. RECOMMENDED RETENTION BRIEFLY AND DESCRIBE ANY MANDBARE SOFTWARE) Retain permanently. D YES D NO 19. NAME AND TITLE OF PREPARER 20. TELEPHONE NUMBER 21. DATE Marsha McLaughlin Records Retention Officer 313-2350 . 3-06-92

INSTRUCTIONS -- TYPE OR PRINT A DEPARTMENT OF GENERAL SERVICES AGENCY RECORDS INVENTORY RATE FORM FOR EACH NEW OR RECORDS MANAGEMENT DIVISION SED RECORD SERIES. FORWARD 7275 WATERLOO ROAD WITH RECORDS RETENTION SCHEDULE P.O. BOX 275 PAGE 9 OF 26 (DGS \$80-1) JESSUP, MARYLAND 20794 1. DEFARTMENT/AGENCY 2. DIVISION J. UNIT Planning & Zoning Comprehensive & Transp. Planning DEFINITION-RECORD SERIES. A GROUP OF RELATED RECORDS NORMALLY FILED AND USED AS A UNIT FOR REFERENCE AS WELL AS RETENTION AND DISPOSITION PURPOSES A. RECORD SERIES TITLE S. EARLIEST YEAR/LATEST YEAR Elk - Elkridge ro Present 6. RECORD SERIES DESCRIPTION (BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND
IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SER . INCLUDE THE PURPOSE OR FUNCTION OF THE SERIES! General Correspondence related to capital facilities, human services, land use data, S. Hanover Rd., railroad station, etc. RECORD SERIES FORMAT(S) 8. RECORD SERIES SEQUENCE 9. VOLUME 1 P FILE DRAWER(S) LETTER SIZE D MICROFILM D ALPHABETICAL D MICROFILM REEL(S) D LEGAL SIZE D COMPUTER TAPE P NIMERICAL D COMPUTER TAPE(S) NUMBER O OTHER(SPECIFY) D BOUND BOOK D FLOPPY DISK CHRONOLOGICAL D AUDIO TAPE D VIDEO TAPE D GEOGRAPHICAL 10. ANNUAL ACCUMULATION OTHER(SPECIFY) D OTHER (SPECIFY) D FILE DRAWER(S) D MICROFILM REEL(S) NUMBER D COMPUTER TAPE(S) D OTHER (SPECIFY) 11. FILE IS USED 12. FILE BECOMES INACTIVE AFTER D MONTH(S) D YEAR(S) D DAILY D MEEKTA D MONTHLY NUMBER 11. CURRENT LOCATION(S) (BLDG.,FLOOR, ROOM) 14. IS RECORD SERIES DUPLICATED ELSEWHERE! Div. of Comprehensive & Transportation Planning (IF YES, SPECIFY AGENCY OR OFFICE) Office of Planning & Zoning, Howard Building D YES D NO 15. ACCESS RESTRICTIONS D YES 16. AUDIT REQUIREMENTS (IF YES, CITE LAW(S) & REGULATION(S) ONNO D STATE D FEDERAL D INDEPENDENT 17. IS AN INDEX SYSTEM USED! (IF YES, E)PLAIN 18. RECOMMENDED RETENTION BRIEFLY AND DESCRIBE ANY HARDBARE/SOFTWARE) D YES D NO Retain permanently.

Marsha McLaughlin Records Retention Officer

20. TELEPHONE NUMBER 313-2350 .

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21. DATE 3-06-92

INSTRUCTIONS -- TYPE OR PRINT A DEPARTMENT OF GENERAL SERVICES AGENCY RECORDS INVENTORY RATE FORM FOR EACH NEW OR RECORDS MANAGEMENT DIVISION SED RECORD SERIES. FORWARD 7278 WATERLOO ROAD WITH RECORDS RETENTION SCHEDULE P.O. BOX 275 PAGE 10 OF 26 (DGS \$50-1) JESSUP, MARYLAND 20794 1. DEFARTMENT/AGENCY 2. DIVISION 3. UNIT Planning & Zoning Comprehensive & Transp. Planning DEFINITION-RECORD SERIES-A GROUP OF RELATED RECORDS NORMALLY FILED AND USED AS A UNIT FOR REFERENCE AS WELL AS RETENTION AND DISPOSITION PURPOSES 4. RECORD SERIES TITLE 5. EARLIEST YEAR/LATEST YEAR no Present ELL - Ellicott City S. RECORD SERIES DESCRIPTION (BRIEFLY DESCRIBE THE TYPES OF INFORMATION DOCUMENTS FORMS FOUND IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SERIES! General correspondence concerning Ellicott City, including historic preservation, grants studies and plans. RECORD SERIES FORMAT(S) 8. RECORD SERIES SEQUENCE 9. VOLUME 1/2 EXFILE DRAWER(S) LETTER SIZE D MICROFILM D ALPHABETICAL D MICROFILM REEL(S) D LEGAL SIZE D COMPUTER TAPE P NUMERICAL D COMPUTER TAPE(S) NUMBER D OTHER(SPECIFY) D BOUND BOOK D FLOPPY DISK CHRONOLOGICAL D AUDIO TAPE D VIDEO TAPE D GEOGRAPHICAL 10. ANNUAL ACCUMULATION D OTHER (SPECIFY) OTHER(SPECIFY) FILE DRAWER(S) D MICROFILM REEL(S) NUMBER D COMPUTER TAPE(S) O OTHER (SPECIFY) 11. FILE IS USED FILE BECOMES INACTIVE AFTER D DAILY D MONTHLY D MONTH(S) D YEAR(S) D MEEKTA NUMBER 13. CURRENT LOCATION(S) (BLDG.,FLOOR, ROOM) 14. IS RECORD SERIES DUPLICATED ELSEWHERE? Div. of Comprehensive & Transportation Planning (IF YES, SPECIFY AGENCY OR OFFICE) Office of Planning & Zoning, Howard Building D YES D NO 15. ACCESS RESTRICTIONS D YES D NO 16. AUDIT REQUIREMENTS (IF YES, CITE LAW(S) & REGULATION(S) O NONE D STATE D FEDERAL D INDEPENDENT 17. IS AN INDEX SYSTEM USED! (IF YES.EXPLAIN 18. RECOMMENDED RETENTION (P + 1) BRIEFLY AND DESCRIBE ANY MARDRARE/SOFTWARE) Retain bermanently. D YES D NO CONTRACTOR STATE OF A STATE OF A

19. NAME AND TITLE OF PREPARER
Marsha McLaughlin
Records Retention Officer

20. TELEPHONE NUMBER 313-2350 21. DATE 3-06-92

INSTRUCTIONS TYPE OR PRINT A STRATE FORM FOR EACH NEW OR REVISED RECORD SERIES, FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 880-1)	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 JESSUP, MARYLAND 20794 2. DIVISION Comprehensive & Transp. Plannin		AGENCY RECORDS INVENTORY PAGE 11 OF 26
1. DEFARTMENT/AGENCY			3. UNIT
Planning & Zoning			
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REFERENC	E AS BELL AS RETI	ENTION AND DISPOS	_
4. RECORD SERIES TITLE			8. EARLIEST YEAR/LATEST YEAR 1981 TO Present
ENV - Environmental Health 6. RECORD SERIES DESCRIPTION (SR)			
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D BOUND BOOK D FLOPPY DISK	D CHRONOLOGI		· OTHER(BPECIFF)
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17. IS AN INDEX SYSTEM USED? (IF YES.EXPLAIN BRIEFLY AND DESCRIBE ANY MARDRARE/SOFTWARE) D YES D NO		Retain ten	(10) years, then destroy.
Marsha McLaughlin Records Retention Officer 20. TELEPHONE N 3.13-23.			21. DATE . 3-06-92

INSTRUCTIONS -- TYPE OR PRINT A DEPARTMENT OF GENERAL SERVICES AGENCY RECORDS INVENTORY RATE FORM FOR EACH NEW OR RECORDS MANAGEMENT DIVISION SED RECORD SERIES, FORWARD 7275 WATERLOO ROAD WITH RECORDS RETENTION SCHEDULE P.O. BOX 275 PAGE 12 OF 26(DGS \$50-1) JESSUP, MARYLAND 20794 1. DEFARTMENT/AGENCY 2. DIVISION 3. UNIT Planning & Zoning Comprehensive & Transp. Planning DEFINITION-RECORD SERIES. A GROUP OF RELATED RECORDS NORMALLY FILED AND USED AS A UNIT FOR REFERENCE AS WELL AS RETENTION AND DISPOSITION PURPOSES 4. RECORD SERIES TITLE S. EARLIEST YEAR/LATEST YEAR 1976 **TO** Present GE - General Plan 6. RECORD SERIES DESCRIPTION (BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/PORMS FOUND IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SERIES! Correspondence/studies regarding various stages of providing a General Plan for Howard County; i.e., fire/emergency service studies, human service studies, land use studies, energy, community facilities, guidelines, etc. 7 PECORD SERIES FORMAT(S) 8. RECORD SERIES SEQUENCE 9. VOLUME 4 OF FILE DRAWER(S) ETTER SIZE D MICROFILM D ALPHABETICAL MICROFILM REEL(S) D LEGAL SIZE D COMPUTER TAPE P NIMERICAL COMPUTER TAPE(S) NUMBER D OTHER(SPECIFY) D BOUND BOOK D FLOPPY DISK CHRONOLOGICAL D AUDIO TAPE D VIDEO TAPE D GEOGRAPHICAL 10. ANNUAL ACCUMULATION DOTHER (SPECIFY) OTHER(SPECIFY) D FILE DRAWER(S) □ MICROFILM REEL(S) NUMBER D COMPUTER TAPE(S) O OTHER (SPECIFY) 11. FILE IS USED 12. FILE BECOMES INACTIVE AFTER D DAILY D WEEKLY D MONTHLY D MONTH(S) TYEAR(S) NUMBER 13. CURRENT LOCATION(S) (BLDG.,FLOOR, ROOM) 14. IS RECORD SERIES DUPLICATED ELSEWHERET Div. of Comprehensive & Transportation Planning (IF YES, SPECIFY AGENCY OR OFFICE) Office of Planning & Zoning, Howard Building O YES D NO 15. ACCESS RESTRICTIONS 16. AUDIT REQUIREMENTS P YES D NO (IF YES, CITE LAW(S) & REGULATION(S) ONONE O STATE O PEDERAL O INDEPENDENT 17. IS AN INDEX SYSTEM USED! (IF YES.EXPLAIN 18. RECOMMENDED RETENTION BRIEFLY AND DESCRIBE ANY HARDBARE SOFTWARE Files 1 thru 10, incl., retain five (5) years D YES D NO then destroy. Files 11 thru 20, incl., retain three(3) years then destroy. Files 21 thru 28, incl., retain ten(10) years TELEPHONE NUMBER 313-2350 NAME AND TITLE OF PREPARER Marsha McLaughlin

21. DATE

3-06-92

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INSTRUCTIONS TYPE OR PRINT A STATE FORM FOR EACH NEW OR RESED RECORD SERIES. FORWARD	RATE FORM FOR EACH NEW OR SED RECORD SERIES, FORWARD TH RECORDS RETENTION SCHEDULE RECORDS RETENTION SCHEDULE RECORDS RETENTION SCHEDULE RECORDS RETENTION SCHEDULE		AGENCY RECORDS INVENTORY	
WITH RECORDS RETENTION SCHEDULE (DGS \$80-1)			PAGE 13 OF 26	
1. DEFARTMENT/AGENCY	2. DIVISION		3. UNIT	
Planning & Zoning	Comprehensive &	Transp. Planning		
DEFINITION NECORD BERIES	OF RELATED RECORD		AND USED AS A UNIT FOR	
4. RECORD SERIES TITLE GR - Grant Programs			8. EARLIEST YEAR/LATEST YEAR 1979 TO Present	
General correspondence related to various grant programs, i.e., "701", Guilford, CDBG, etc.				
7 RECORD SERIES FORMAT(S)	8. RECORD SERIES	SEQUENCE	9. VOLUME	
LETTER SIZE D MICROFILM	DALPHABETIC	EAL	1/4 EXFILE DRAWER(S)	
D LEGAL SIZE D COMPUTER TAPE	NUMERICAL		D MICROFILM REEL(S) D COMPUTER TAPE(S)	
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17. IS AN INDEX SYSTEM USED? (IF YES.EXPLAIN BRIEFLY AND DESCRIBE ANY MARDBARE/SOFTWARE)		18. RECOMMENDED RETENTION		
D YES D NO		destroy. File 3 (a-h),	(a-w), retain 10 years, then retain 5 years, then destroy. retain 10 years, then destroy.	
19. NAME AND TITLE OF PREPARER Marsha McLaughlin Records Retention Officer 20. TELEPHONE N 313-23		-	21. DATE 3-06-92	

INSTRUCTIONS TYPE OR PRINT A SECRATE FORM FOR EACH NEW OR RESED RECORD SERIES. FORWARD	DEPARTMENT OF GI RECORDS MANAGED 7278 WATER	MENT DIVISION RLOO ROAD	AGENCY RECORDS INVENTORY
WITH RECORDS RETENTION SCHEDULE (DGS 880-1)	P.O. BOX 278 JESSUP, MARYLAND 20794		PAGE 14 OF 26
1. DEFARTMENT/AGENCY	2. DIVISION		3. UNIT
Planning & Zoning	Comprehensive &	Transp. Planning	
perintificative comp benies.		DE NORMALLY FILED	AND USED AS A UNIT FOR
4. RECORD SERIES TITLE	·	ENTION AND DIBROB	8. EARLIEST YEAR/LATEST YEAR
HIS - Historical Preservation	n .		1975 To Present
6. RECORD SERIES DESCRIPTION (IN	THE SERIES.	E TYPES OF INFORM	ATION/DOCUMENTS/FORMS FOUND RPOSE OR FUNCTION OF THE SERIES)
Studies and general correspor	ndence pertaining	to historic pre	servation in Howard County.
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7_RECORD SERIES FORMAT(S)	A DECORD SERVE	FRAFUCE). VOLUME
ETTER SIZE O MICROFILM	D ALPHARETICAL		1/2 Q FILE DRAWER(S) D MICROFILM REEL(S)
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Div. of Comprehensive & Transpo	rtation Planning	tir ves, se	CCIPY AGENCY OR OFFICE)
Office of Planning & Zoning, Ho	ward Bullding	O YES D NO	
15. ACCESS RESTRICTIONS D YES	•••	16. AUDIT REQUII	REMENTS
(IF YES, CITE LAW(S) & REGULAT	10N(s)	O NONE D STATE D FEDERAL D INDEPENDENT	
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11. NAME AND TITLE OF PREPARER Marsha McLaughlin Records Retention Officer 313-2			21. DATE 3-06-92

INSTRUCTIONS TYPE OR PRINT A SECRETAR FORM FOR EACH NEW OR RESED RECORD SERIES. FORWARD	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7278 WATERLOO ROAD P.O. BOX 278 JESSUP, MARYLAND 20784 2. DIVISION		AGENCY RECORDS INVENTORY
WITH RECORDS RETENTION SCHEDULE (DGS \$80-1)			PAGE _15 OF _26
1. DEFARTMENT/AGENCY			3. UNIT
Planning & Zoning		Transp. Planning	
DEFINITION-RECORD SERIES. A GROUP	OF RELATED RECORD	DE NORMALLY PILED	AND USED AS A UNIT FOR
4. RECORD SERIES TITLE	CE AS WELL AS RETI	ENTION AND DISPOS	B. EARLIEST YEAR/LATEST YEAR
HO - Housing and Community D	evelopment		1978 TO Present
6. RECORD SERIES DESCRIPTION (SR	THE SERIES.	E TYPES OF INFORM INCLUDE THE PU	ATION/DOCUMENTS/FORMS FOUND RPOSE OR FUNCTION OF THE SERIES
General correspondence, polic	cies and studies.	•	
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7. RECORD SERIES FORMAT(S)	8. RECORD SERIES	5 SEQUENCE	9. VOLUME
ETTER SIZE D MICROFILM	DALPHABETIC	EAL	4 Q FILE DRAVER(S) D MICROFILM REEL(S)
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Div. of Comprehensive & Transpo Office of Planning & Zoning, Ho		(IF YES, SPI	CLIFY AGENCY OR OFFICE)
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15. ACCESS RESTRICTIONS TYPES (IF YES, CITE LAW(8) & REGULAT	•••	16. AUDIT REQUII	REMENTS
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		then destroy.	CANADA CONTRACTOR DE
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18. NAME AND TITLE OF PREPARER	20. TELEPHONE N	LMEE R	21. DATE
Marsha McLaughlin Records Retention Officer	313–2350		3-06-92

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INSTRUCTIONS TYPE OR PRINT A SHE RATE FORM FOR EACH NEW OR RESED RECORD SERIES, FORWARD WITH RECORDS RETENTION SCHEDULE (DGS \$80-1) DEPARTMENT OF G RECORDS MANAGE 7278 WATE P.O. B		MENT DIVISION RLOO ROAD	AGENCY RECORDS INVENTURY PAGE 16 OF 26
1. DEFARTMENT/AGENCY	2. DIVISION		3. UNIT
Planning & Zoning		Transp. Planning	
	L		AND USED AS A UNIT FOR
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4. RECORD SERIES TITLE HO CO - Howard County Data	•		8. EARLIEST YEAR/LATEST YEAR 1978 TO Present
6. RECORD SERIES DESCRIPTION (BRIEFLY DESCRIBE THE TYPES OF INFO			RPOSE OR FUNCTION OF THE SERIES
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7_RECORD SERIES FORMAT(S)	8. RECORD SERIES	S SEQUENCE	9. VOLUME
ETTER SIZE D MICROFILM	D ALPHABETICAL		21/2 EXFILE DRAWER(S)
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D AUDIO TAPE D VIDEO TAPE	D GEOGRAPHIC		
			10. ANNUAL ACCUMULATION
OTHER(SPECIFY)	D OTHER (SPEC	:IFY)	D FILE DRAWER(S) D MICROFILM REEL(S)
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Div. of Comprehensive & Transpo Office of Planning & Zoning, Ho	rtation Planning		ERIES DUPLICATED ELSEVHERE!
15. ACCESS RESTRICTIONS D YES	i ID NO	16. AUDIT REQUII	REMENTS
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17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY MARDBARE/SOFTWARE)		18. RECOMMENDE	RETENTION
D YES D NO			retain ten(10)years, then
		destroy. Files 10, 12, 1 then destroy.	5 & 16, retain ten (10) years,
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19. NAME AND TITLE OF PREPARER Marsha McLaughlin Records Retention Officer			21. DATE 3-06-92

INSTRUCTIONS TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR SED RECORD SERIES. FORWARD	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7278 WATERLOO ROAD P.O. BOX 278 JESSUP, MARYLAND 20794		AGENCY RECORDS INVENTURY
WITH RECORDS RETENTION SCHEDULE (DGS 880-1)			PAGE 17 OF 26
1. DEFARTMENT/AGENCY	2. DIVISION		3. UNIT
Planning & Zoning		Transp. Planning	
			AND USED AS A UNIT FOR
4. RECORD SERIES TITLE			8. EARLIEST YEAR/LATEST YEAR
OF - Office			1975 TO Present
6. RECORD SERIES DESCRIPTION (IN	THE SERIES.	E TYPES OF INFORM INCLUDE THE PU	ATION/DOCUMENTS/FORMS FOUND RPOSE OR FUNCTION OF THE SERIES
General correspondence pertain	ning to this Divi	ision, i.e., offi	ce logs, inventory, budgets, etc
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7. RECORD SERIES FORMAT(S)	8. RECORD SERIES		21. YVELE PRIME
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D BOUND BOOK D FLOPPY DISK	□ CHRONOLOGICAL		OTHER(SPECIFY)
D AUDIO TAPE D VIDEO TAPE	□ GEOGRAPHIC	CAL	10. ANNUAL ACCUMULATION
OTHER(SPECIFY)	OTHER(SPEC	:IFY)	D FILE DRAWER(S)
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DAILY DWEEKLY	D MONTHLY	NUMBER D)	MONTH(S) DYEAR(S)
Div. of Comprehensive & Transportation Planning Office of Planning & Zoning, Howard Building		14. IS RECORD SERIES DUPLICATED ELSEWHERE? (IF YES, SPECIFY AGENCY OR OFFICE) D YES D NO	
15. ACCESS RESTRICTIONS D YES (1F YES, CITE LAW(S) & REGULAT		16. AUDIT REQUIREMENTS	
The state of the s		OK NONE O STATE O FEDERAL O INDEPENDENT	
17. IS AN INDEX SYSTEM USED? (IF		18. RECOMMENDED	·
D YES D NO		File 2. Retain three(3) years, then destroy. File 5. Retain ten (10) years, then destroy.	
			n five(5) years, then destroy.
19. NAME AND TITLE OF PREPARER	20. TELEPHONE N	I MEET ID	21. DATE
Marsha McLaughlin Records Retention Officer	313-2350		3-06-92

INSTRUCTIONS TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR SED RECORD SERIES, FORWARD	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 JESSUP, MARYLAND 20784		AGENCY RECORDS INVENTURY	
WITH RECORDS RETENTION SCHEDULE (DGS \$50-1)			PAGE 18 OF 26	
1. DEFARTMENT/AGENCY	2. DIVISION		3. UNIT	
Planning & Zoning	Comprehensive &	Transp. Planning		
DEFINITION-RECORD SERIES -A GROUP OF RELATED RECORDS NORMALLY FILED AND USED AS A UNIT FOR				
REFEREN	CE AS WELL AS RET	ENTION AND DISPOS		
A. RECORD SERIES TITLE REC - Recreation and Parks		8. EARLIEST YEAR/LATEST YEAR 1978 TO Present		
			ATION/DOCUMENTS/FORMS FOUND RPOSE OR FUNCTION OF THE SERIES	
Correspondence pertaining to	open space studi	les, conservation	matters, parks, etc.	
	•			
			•	
7. RECORD SERIES FORMAT(S)	A PERSON CENTER			
LETTER SIZE D MICROFILM	8. RECORD SERIES		3/4 C FILE DRAWER(S)	
	O ALPHABETICAL		D MICROFILM REEL(S)	
D LEGAL SIZE D COMPUTER TAPE	MIMERICAL		O COMPUTER TAPE(S)	
D BOUND BOOK D FLOPPY DISK	D CHRONOLOG		- On Exporter 17	
D AUDIO TAPE D VIDEO TAPE	□ GEOGRAPHIC		10. ANNUAL ACCUMULATION	
OTHER(SPECIFY)	D OTHER(SPEC	EIFY)	O FILE DRAWER(S) O MICROFILM REEL(S) NUMBER O COMPUTER TAPE(S)	
				
11		12	D OTHER (SPECIFY)	
11. FILE IS USED	D MONTHLY		S INACTIVE AFTER MONTH(S) D YEAR(S)	
13. CURRENT LOCATION(S) (BLDG.,FL	200 00011	NUMBER		
Div. of Comprehensive & Transpor	•	14. IS RECORD SERIES DUPLICATED ELSEWHERE? (IP YES, SPECIFY AGENCY OR OFFICE) D YES (NO		
Office of Planning & Zoning, How	ard Building			
•	XX NO	16. AUDIT REQUIREMENTS		
(1F YES, CITE LAW(S) & REGULAT	10N(8)	M NONE O STATE O FEDERAL O INDEPENDENT		
17. IS AN INDEX SYSTEM USED! (IF		18. RECOMMENDED	PETENTION	
D YES D NO		Retain ten (10) years, then destroy.		
19. NAME AND TITLE OF PREPARER	20. TELEPHONE N	n actor p	21. DATE	
Marsha McLaughlin	313-2350		3-06-92	
Records Retention Officer	525, 2550			

INSTRUCTIONS TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR ISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 880-1)	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7278 WATERLOO ROAD P.O. BOX 278 JESSUP, MARYLAND 20784		AGENCY RECORDS INVENTURY PAGE 19 OF 26
		1242 20704	
1. DEFARTMENT/AGENCY	2. DIVISION		3. UNIT
Planning & Zoning	<u> </u>	Transp. Planning	
	CE AS WELL AS RET		AND USED AS A UNIT FOR
4. RECORD SERIES TITLE REG - Regional Planning Council			8. EARLIEST YEAR/LATEST YEAR 1979 TO Present
6. RECORD SERIES DESCRIPTION (IN	THE SERIES.	TYPES OF INFORM	ATION/DOCUMENTS/FORMS FOUND RPOSE OR FUNCTION OF THE SERIES)
Correspondence pertaining to Howard County in context of R			
•			
	•		
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES	S SEQUENCE	9. VOLUME
LETTER SIZE D MICROFILM	DALPHARETIC	-	2 MXFILE DRAWER(S)
D LEGAL SIZE D COMPUTER TAPE	MINMERICAL CHRONOLOGICAL		D MICROFILM REEL(S) D COMPUTER TAPE(S) NUMBER D OTHER(SPECIFY)
D BOUND BOOK D FLOPPY DISK			
D AUDIO TAPE D VIDEO TAPE	□ GEOGRAPHIC		10. ANNUAL ACCUMULATION
OTHER(SPECIFY)	O OTHER(SPECIFY)		D FILE DRAWER(S) D MICROFILM REEL(S)
-			NURSER D COMPUTER TAPE(S)
			. O OTHER(SPECIFY)
DAILY REEKLY	D MONTHLY		S INACTIVE AFTER MONTH(S) D YEAR(S)
13. CURRENT LOCATION(S) (BLDG.,FL	.oor, room)	14. IS RECORD ST	ERIES DUPLICATED ELSEVIERE!
Div. of Comprehensive & Transpor		(IF YES, SPECIFY AGENCY OR OFFICE)	
Office of Planning & Zoning, How	ard Building	D YES NO	
	NO PX	16. AUDIT REQUIREMENTS	
(IF YES, CITE LAW(S) & REGULATION(S)		M NONE D STATE D FEDERAL D INDEPENDENT	
17. IS AN INDEX SYSTEM USED? (IF			PRETENTION
TYES D NO		File 1. Retain three(3)years, then destroy. Files 2, 3, 6, 15, 23, 25, 27, 28, 29. Retain five (5) years, then destroy.	
·			
18. NAME AND TITLE OF PREPARER	20. TELEPHONE NUMBER		21. DATE
Marsha McLaughlin Records Retention Officer	313–2350		3-06-92

INSTRUCTIONS . TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR SED RECORD SERIES. FORWARD	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 JESSUP, MARYLAND 20794		AGENCY RECORDS INVENTORY
WITH RECORDS RETENTION SCHEDULE (DGS \$50-1)			PAGE 20 OF 26
1. DEFARTMENT/AGENCY	2. DIVISION		3. UNIT
Planning & Zoning	Comprehensive &	Transp. Planning	
DEFINITION DENIES			AND USED AS A UNIT FOR
4. RECORD SERIES TITLE	ER AS BELL AS RET	ENTION AND DISPOS	
SA - Savage/North Laurel			5. EARLIEST YEAR/LATEST YEAR 1979 TO Present
	IEFLY DESCRIPE TH	F TYPES OF INCOME	<u> </u>
6. RECORD SERIES DESCRIPTION (IN	THE SERIES.	. INCLUDE THE PU	RPOSE OR FUNCTION OF THE SERIES
General correspondence, contr North Laurel.	acts, Master Pla	n, committees, et	cc. pertaining to Savage/
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES SEQUENCE		9. VOLUME
ETTER SIZE D MICROFILM	O ALPHABETICAL		7 FILE DRAVER(S)
D LEGAL SIZE D COMPUTER TAPE	M NUMERICAL		D MICROFILM REEL(S)
D BOUND BOOK D FLOPPY DISK	D CHRONOLOGICAL		NUMBER D OTHER (SPECIFY)
D AUDIO TAPE D VIDEO TAPE	D GEOGRAPHICAL		
D OTHER (SPECIFY)	O OTHER (SPEC	IFY)	10. ANNUAL ACCUMULATION D FILE DRAWER(S)
			D MICROFILM REEL(S) RUNDER D COMPUTER TAPE(S)
11. FILE IS USED	L	12. 51.5 5500	S INACTIVE AFTER
D DAILY D WEEKLY	D MONTHLY		S INACTIVE AFTER MONTH(S) D YEAR(S)
13. CURRENT LOCATION(S) (BLDGFLOOR.ROOM) Div. of Comprehensive & Transportation Planning Office of Planning & Zoning, Howard Building		14. IS RECORD SERIES DUPLICATED ELSEWHERE? (IF YES, SPECIFY AGENCY OR OFFICE) D YES 0 NO	
15. ACCESS RESTRICTIONS D YES XX NO		16. AUDIT REQUIREMENTS	
(IF YES, CITE LAW(S) & REGULATION(S)		NONE STATE DEPENDENT	
17. IS AN INDEX SYSTEM USED! (IF		18. RECOMMENDE	RETENTION
D YES D NO		·Retain permanently.	
	·		
13. NAME AND TITLE OF PREPARER Marsha McLaughlin Records Retention Officer	20. TELEPHONE N 343-2350		21. DATE 3-06-92

INSTRUCTIONS TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR SED RECORD SERIES. FORWARD	DEFARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 JESSUP, MARYLAND 20794		AGENCY RECORDS INVENTORY
WITH RECORDS RETENTION SCHEDULE (DGS 850-1)			PAGE 21 OF 26
1. DEFARTMENT/AGENCY	2. DIVISION		3. UNIT
Planning & Zoning	Comprehensive &	Transp. Planning	
per initiative comp peries.			AND USED AS A UNIT FOR
4. RECORD SERIES TITLE TR - Transportation			5. EARLIEST YEAR/LATEST YEAR 1980 TO Present
6. RECORD SERIES DESCRIPTION (BR	IEPLY DESCRIBE TH	E TYPES OF INFORM	ATION/DOCUMENTS/FORMS FOUND
up,	THE SERIES.	. INCLUDE THE PU	RPOSE OR FUNCTION OF THE SEPIES
File 1(a) thru 1(d) consist of County Transportation Capital Howard County, Transit System	l Grant which dea	ls with agreemen	
	•		
7. RECORD SERIES FORMAT(S)	. RECORD SERIES	S SEQUENCE	9. VOLUME
LETTER SIZE D MICROFILM	DALPHABETIC	EAL	1 XX File DRAVER(S)
D LEGAL SIZE D COMPUTER TAPE	M NUMERICAL		D MICROFILM REEL(S) COMPUTER TAPE(S)
D BOUND BOOK D FLOPPY DISK	D CHRONOLOGICAL		NUMBER D OTHER (SPECIFY)
D AUDIO TAPE D VIDEO TAPE	D GEOGRAPHIC	_	
D OTHER (SPECIFY)	O OTHER (SPEC	:IFY)	10. ANNUAL ACCUMULATION D FILE DRAWER(S)
	- 0,,2,,(0,2,	,	D MICROFILM REEL(S)
	*****		NUMBER COMPUTER TAPE(S)
11. FILE IS USED		12. FILE BECOME	S INACTIVE AFTER
D DAILY D WEEKLY	XX MONTHLY		MONTH(S) DYEAR(S)
13. CURRENT LOCATION(5) (BLDG.,FLOOR,ROOM) Div. of Comprehensive & Transportation Planning Office of Planning & Zoning, Howard Building		14. IS RECORD SI	ERIES DUPLICATED ELSEWHERE!
15. ACCESS RESTRICTIONS DYES XX NO (IF YES, CITE LAW(S) & REGULATION(S)		16. AUDIT REQUI	The second of th
		P NONE D ST	ATE O FEDERAL O INDEPENDENT
17. IS AN INDEX SYSTEM USED? (IF YES.EXPLAIN BRIEFLY AND DESCRIBE ANY HARDBARE/SOFTWARE)		18. RECOMMENDED RETENTION	
D YES D NO		Retain ten	(10) years, then destroy.
	٠		The section of the se
19. NAME AND TITLE OF PREPARER	20. TELEPHONE N	IUMBER	21. DATE
Marsha McLaughlin	,7 ± ∴ 313–2350 .		3-06-92
Records Retention Officer			45 t

INSTRUCTIONS . . TYPE OR PRINT A DEPARTMENT OF GENERAL SERVICES AGENCY RECORDS INVENTORY SEPARATE FORM FOR EACH NEW OR RECORDS MANAGEMENT DIVISION ISED RECORD SERIES, FORWARD 7278 WATERLOO ROAD TH RECORDS RETENTION SCHEDULE P.O. BOX 278 PAGE 22_)OF __26_ (DGS \$80-1) JESSUP, MARYLAND 20794 1. DEFARTMENT/AGENCY 2. DIVISION 3. UNIT Comprehensive & Transp. Planning Planning & Zoning DEFINITION-RECORD SERIES. A GROUP OF RELATED RECORDS NORMALLY FILED AND USED AS A UNIT FOR REFERENCE AS WELL AS RETENTION AND DISPOSITION PURPOSES 4. RECORD SERIES TITLE S. EARLIEST YEAR/LATEST YEAR TR - Transportation 1980 **TO** Present 6. RECORD SERIES DESCRIPTION (BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES. INCLUDE THE PURPOSE OF PUNCTION OF THE SERIES Highway projects for Howard County Highway Studies & Plans 7. RECORD SERIES FORMAT(S) 8. RECORD SERIES SEQUENCE 9. VOLUME 212 A FILE DRAVER(S) ETTER SIZE D MICROFILM O ALPHABETICAL MICROFILM REEL(S) D LEGAL SIZE D COMPUTER TAPE M NUMERICAL D COMPUTER TAPE(S) NUMBER O OTHER(SPECIFY) D BOUND BOOK D FLOPPY DISK CHRONOLOGICAL D AUDIO TAPE D VIDEO TAPE D GEOGRAPHICAL 10. ANNUAL ACCUMULATION DOTHER (SPECIFY) OTHER(SPECIFY) □ FILE DRAWER(S) D MICROFILM REEL(S) RUMBER D COMPUTER TAPE(S) O OTHER (SPECIFY) 11. FILE IS USED 12. FILE BECOMES INACTIVE AFTER P DAILY D MONTH(S) D MEEKTA D YEAR(S) D MONTHLY 13. CURRENT LOCATION(S) (BLDG.,FLOOR, ROOM) 14. IS RECORD SERIES DUPLICATED ELSEWHERE! Div. of Comprehensive & Transportation Planning (IF YES, SPECIFY AGENCY OR OFFICE) Office of Planning & Zoning, Howard Building TYES P NO 15. ACCESS RESTRICTIONS D YES XX NO 16. AUDIT REQUIREMENTS (IF YES, CITE LAW(S) & REGULATION(S) P NONE D STATE D FEDERAL D INDEPENDENT 17. IS AN INDEX SYSTEM USED! (IF YES.EXPLAIN 18. RECOMMENDED RETENTION BRIEFLY AND DESCRIBE ANY HARDBARE/SOFTWARE) Files 2 (a) thru 2 (eee)-Retain permanently. D YES D NO Files 3 (a thru n)-Retain ten (10) years. then destroy. . NAME AND TITLE OF PREPARER TELEPHONE NUMBER 21. DATE Marsha McLaughlin 3-06-92 313-2350 .

INSTRUCTIONS TYPE OR PRINT A DEPARTMENT OF GENERAL SERVICES AGENCY RECORDS INVESTIGATION AGENCY RECORDS INVESTIGATION				
SED RECORD SERIES, FORWARD 7278 WATERLOO ROAD	NTORY			
P.O. BOX 278 (DGS 880-1) PAGE 23 OF 26				
1. DEFARTMENT/AGENCY 2. DIVISION 3. UNIT				
Planning & Zoning Comprehensive & Transp. Planning				
DEFINITION-RECORD SERIES-A GROUP OF RELATED RECORDS NORMALLY FILED AND USED AS A UNIT FOR REFERENCE AS WELL AS RETENTION AND DISPOSITION PURPOSES				
4. RECORD SERIES TITLE S. EARLIEST YEAR/LATEST	VEAR .			
TR - Transportation 1978 To Present				
6. RECORD SERIES DESCRIPTION (BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SERIES) Public Transportation Board correspondence, meetings notices, etc. Consolidated Transportation Plan				
7. RECORD SERIES FORMAT(S) 8. RECORD SERIES SEQUENCE 9. VOLUME				
ETTER SIZE D MICROFILM D ALPHABETICAL				
D LEGAL SIZE D COMPUTER TAPE MIMERICAL D COMPUTER TAPE				
D BOUND BOOK D FLOPPY DISK D CHRONOLOGICAL NUMBER D OTHER (SPECIF)				
D AUDIO TAPE D VIDEO TAPE D GEOGRAPHICAL 10. ANNUAL ACCUMULATION				
OTHER(SPECIFY) OTHER(SPECIFY) OF FILE DRAWER(S	5)			
D MICROFILM REE NUMBER D COMPUTER TAPE D OTHER SPECIFO	(5)			
11. FILE IS USED D DAILY D WEEKLY MONTHLY NUMBER D MONTH(S) D YEAR(S)				
13. CURRENT LOCATION(S) (BLDG.,FLOOR,ROOM) Div. of Comprehensive & Transportation Planning Office of Planning & Zoning, Howard Building 14. IS RECORD SERIES DUPLICATED ELSEWHERE (IF YES, SPECIFY AGENCY OR OFFICE) D YES Q NO	: 1			
15. ACCESS RESTRICTIONS D YES XX NO 16. AUDIT REQUIREMENTS				
	NONE D STATE D FEDERAL D INDEPENDENT			
(IF YES, CITE LAW(S) & REGULATION(S) PHONE D STATE D FEDERAL D INDEPEND	18. RECOMMENDED RETENTION Files 4(a) and 4(b), retain permanently.			
17. IS AN INDEX SYSTEM USED! (IF YES.EXPLAIN 18. RECOMMENDED RETENTION	ently.			
17. IS AN INDEX SYSTEM USED! (IF YES.EXPLAIN BRIEFLY AND DESCRIBE ANY MARDBARE/SOFTWARE) 18. RECOMMENDED RETENTION Files 4(a) and 4(b), retain permane	,			
17. IS AN INDEX SYSTEM USED! (IF YES.EXPLAIN BRIEFLY AND DESCRIBE ANY HARDBARE/SOFTWARE) 18. RECOMMENDED RETENTION Files 4(a) and 4(b), retain permane	ve (5)			
27. IS AN INDEX SYSTEM USED! (IF YES.EXPLAIN DRIEFLY AND DESCRIBE ANY HARDBARE/SOFTWARE) 18. RECOMMENDED RETENTION Files 4(a) and 4(b), retain permane Files 11 (a) thru 11 (e), retain fi years, then destroy.	ve (5)			

INSTRUCTIONS TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR ISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS \$50-1)	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7278 WATERLOO ROAD P.O. BOX 278 JESSUP, MARYLAND 20794		AGENCY RECORDS INVENTORY PAGE 24 OF 26
1. DEFARTMENT/AGENCY	2. DIVISION		3. UNIT
Planning & Zoning	Comprehensive &	Transp. Planning	
Sellinitiations office.			AND USED AS A UNIT FOR
4. RECORD SERIES TITLE TR - Transportation		ENTION AND DISPOS	5. EARLIEST YEAR/LATEST YEAR 1980 TO Present
General correspondence pertageneral Highway Maps Highway Noise Study Transportation Control Plan (ining to:	E TYPES OF INFORM INCLUDE THE PU	ATION/DOCUMENTS/FORMS FOUND RPOSE OR FUNCTION OF THE SERIES)
7. RECORD SERIES FORMAT(S) ETTER SIZE D MICROFILM D LEGAL SIZE D COMPUTER TAPE D BOUND BOOK D FLOPPY DISK	O. RECORD SERIES SEQUENCE D. ALPHABETICAL M. NUMERICAL D. CHRONOLOGICAL D. GEOGRAPHICAL D. OTHER (SPECIFY)		D MICROFILM REEL(S) COMPUTER TAPE(S) NUMBER OTHER(SPECIFY)
D AUDIO TAPE D VIDEO TAPE D OTHER(SPECIFY)			10. ANNUAL ACCUMULATION D FILE DRAWER(S) D MICROFILM REEL(S) NUMBER D COMPUTER TAPE(S)
11. FILE IS USED WEEKLY	D MONTHLY		S INACTIVE AFTER MONTH(S) D YEAR(S)
13. CURRENT LOCATION(S) (BLDGFLOOR.ROOM) Div. of Comprehensive & Transportation Planning Office of Planning & Zoning, Howard Building		14. IS RECORD SERIES DUPLICATED ELSEWHERE? (IF YES, SPECIFY AGENCY OR OFFICE) D YES Q NO	
15. ACCESS RESTRICTIONS DYES XX NO (IF YES, CITE LAW(S) & REGULATION(S)		16. AUDIT REQUIREMENTS P NONE D STATE D FEDERAL D INDEPENDENT	
17. IS AN INDEX SYSTEM USED? (IF YES.EXPLAIN BRIEFLY AND DESCRIBE ANY HARDBARE/SOFTWARE) D YES D NO			years, then destroy.
13. NAME AND TITLE OF PREPARER Marsha McLaughlin Records Retention Officer	20. TELEPHONE NUMBER 313-2350		21. DATE 3-06-92

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INSTRUCTIONS TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR SED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7278 WATERLOO ROAD P.O. BOX 278 JESSUP, MARYLAND 20794		AGENCY RECORDS INVENTORY	
(DGS 850-1)			PAGE 125 OF 26	
1. DEFARTMENT/AGENCY	2. DIVISION		3. UNIT	
Planning & Zoning	Comprehensive &	Transp. Planning		
DEFINITION-RECORD SERIES-A GROUP	OF RELATED RECOR	DS NORMALLY FILED	AND USED AS A UNIT FOR	
4. RECORD SERIES TITLE		ENTION AND DISPOS	B. EARLIEST YEAR/LATEST YEAR	
TR - Transportation	_		1982 To Present	
- Unified Transportation Plann - UTPP Billing -Transportation Steering Commi -Transportation Improvement Pr -Plan & Program Committee -Federal Highway Administratio -Parking Study-Downtown Columb -Airport Area Transportation S -Scenic Roads	ing Program (UTP) ttee (TSC) ogram (TIP) n	P); -MARC Service	e to Columbia dence pertaining to transit	
-Level of Service Study				
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES	S SEQUENCE	9. VOLUME	
ETTER SIZE D MICROFILM	DALPHABETIC	CAL		
D LEGAL SIZE D COMPUTER TAPE	M NUMERICAL		D MICROFILM REEL(S) COMPUTER TAPE(S)	
D BOUND BOOK D FLOPPY DISK	CHRONOLOG	ICAL.	NUMBER D OTHER(SPECIFY)	
D AUDIO TAPE D VIDEO TAPE	D GEOGRAPHIC	:AL	10. ANNUAL ACCUMULATION	
OTHER(SPECIFY)	OTHER(SPECIFY)		D FILE DRAWER(S) D MICROFILM REEL(S) NUMBER D COMPUTER TAPE(S) D OTHER(SPECIFY)	
11. FILE IS USED DAILY D WEEKLY	₽ MONTHLY		S INACTIVE AFTER MONTH(S) D YEAR(S)	
Div. of Comprehensive & Transportation Planning Office of Planning & Zoning, Howard Building		14. IS RECORD SERIES DUPLICATED ELSEWHERE! (IF YES, SPECIFY AGENCY OR OFFICE) D YES P NO		
15. ACCESS RESTRICTIONS D YES	NO NO	16. AUDIT REQUI	REMENTS	
	ion(s)	NONE D STATE D FEDERAL D INDEPENDENT		
17. IS AN INDEX SYSTEM USED? (IF BRIEFLY AND DESCRIBE ANY HAD BYES D NO		Retain ten	(10) years, then destroy.	
19. NAME AND TITLE OF PREPARER Marsha McLaughlin Records Retention Officer	20. YELEPHONE NUMBER 313-2350		21. DATE 3-06-92	

- 43 A INSTRUCTIONS .. TYPE OR PRINT A DEPARTMENT OF GENERAL SERVICES AGENCY RECORDS INVENTORY SEPARATE FORM FOR EACH NEW OR RECORDS MANAGEMENT DIVISION ISED RECORD SERIES, FORWARD 7275 WATERLOO ROAD H RECORDS RETENTION SCHEDULE P.O. BOX 275 PAGE _26_ OF 26 (DGS \$50-1) JESSUP, MARYLAND 20784 1. DEFARTMENT/AGENCY 2. DIVISION 3. UNIT Planning & Zoning Comprehensive & Transp. Planning DEFINITION-RECORD SERIES. A GROUP OF RELATED RECORDS NORMALLY FILED AND USED AS A UNIT FOR REFERENCE AS WELL AS RETENTION AND DISPOSITION PURPOSES 4. RECORD SERIES TITLE S. EARLIEST YEAR/LATEST YEAR WA - Water and Sewer 1980 To Present 6. RECORD SERIES DESCRIPTION (BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SERIES General correspondence pertaining to: Patapsco Interim Sewerage Treatment Plant Chesapeake Bay Critical Area Water and Sewer Master Plan Patuxent River Reservoir Protection Program Metropolitan District Patuxent River Watershed Act of 1980 7. RECORD SERIES FORMAT(S) 8. RECORD SERIES SEQUENCE 9. VOLUME 15 AFILE DRAVER(S) ETTER SIZE D MICROFILM D ALPHABETICAL □ MICROFILM REEL(S) D LEGAL SIZE D COMPUTER TAPE M NUMERICAL COMPUTER TAPE(S) NUMBER D OTHER (SPECIFY) D BOUND BOOK D FLOPPY DISK CHRONOLOGICAL D AUDIO TAPE D VIDEO TAPE □ GEOGRAPHICAL 10. ANNUAL ACCUMULATION D OTHER (SPECIFY) D OTHER (SPECIFY) FILE DRAWER(S) D MICROFILM REEL(S) STUBER D COMPUTER TAPE(S) D OTHER (SPECIFY) 11. FILE IS USED FILE BECOMES INACTIVE AFTER D DAILY D WEEKLY XX MONTHLY D MONTH(S) D YEAR(S) 13. CURRENT LOCATION(S) (BLDG.,FLOOR,ROOM) 14. IS RECORD SERIES DUPLICATED ELSEVHERE! Div. of Comprehensive & Transportation Planning (IF YES, SPECIFY AGENCY OR OFFICE) TYES P NO Office of Planning & Zoning, Howard Building 15. ACCESS RESTRICTIONS D YES X NO 16. AUDIT REQUIREMENTS (IF YES, CITE LAW(S) & REGULATION(S) P NONE D STATE D FEDERAL D INDEPENDENT 17. IS AN INDEX SYSTEM USED! (IF YES.EDPLAIN 18. RECOMMENDED RETENTION BRIEFLY AND DESCRIBE ANY HANDBARE/SOFTWARE) Files 1, 2, 10, 14, 15 and 16 retain ten (10) years, then destroy. D YES D NO 18. NAME AND TITLE OF PREPARER 20. TELEPHONE NUMBER 21. DATE

313-2350

3-06-92

Marsha McLaughlin